



Community Action, Inc. of Central Texas

Employee Assistance Program Request Policy and Procedures

Procedure for Completing Assistance Request:

1. Employee Completes the Employee Assistance Program Request Form
2. Employee Obtains copy of bill, invoice, etc. (if using multiple bills include copy of each)
3. Original Request Form and Copy of Bill(s) are forwarded to Human Resource Director at the Main Office for processing
4. Eligible employees may request for an assistance payment once a calendar year for up to a maximum of \$250.00.
5. All requests are subject to the availability of funds

The Executive Director and Human Resource Director will review the request and make a determination within 2 business days from the date of receipt. If approved the assistance payment will be issued by check within 2 business days from the date of approval. If denied the employee will be contacted in writing within 2 business days from the date of denial. In the event that either the Executive Director or Human Resource Director are not available to review the request in the 2 business day time frame, the Fiscal Officer will assist in reviewing the request.

January 4, 2012